How to report gender-based violence



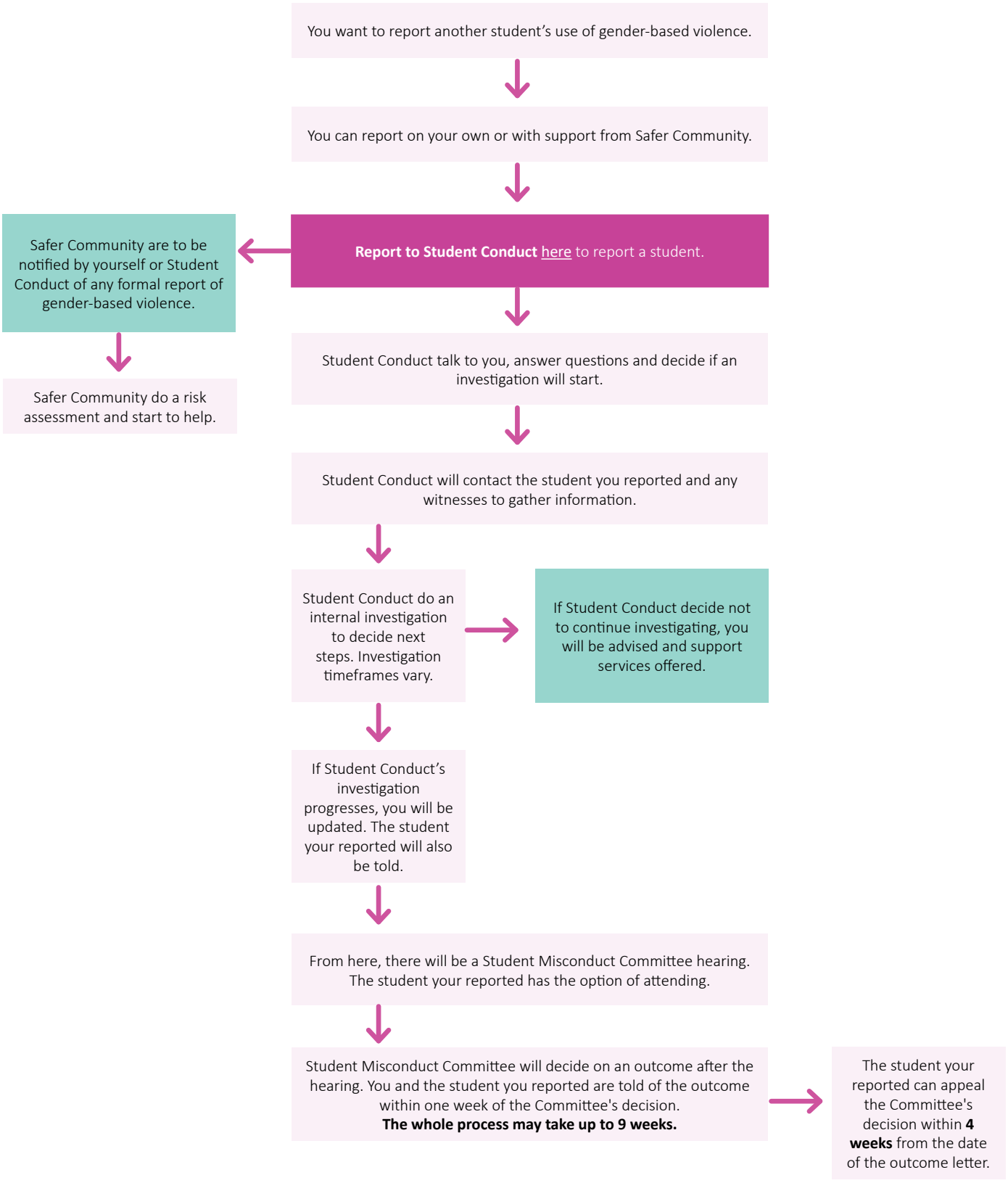
DEAKIN UNIVERSITY

Need an interpreter?
Deakin can provide translators and interpreters via Counselling and Psychological services or Safer Community.

Steps in making a formal report of gender-based violence at Deakin University

If you're a student reporting another student

Safer Community can walk you through these steps. You don't have to figure this out alone

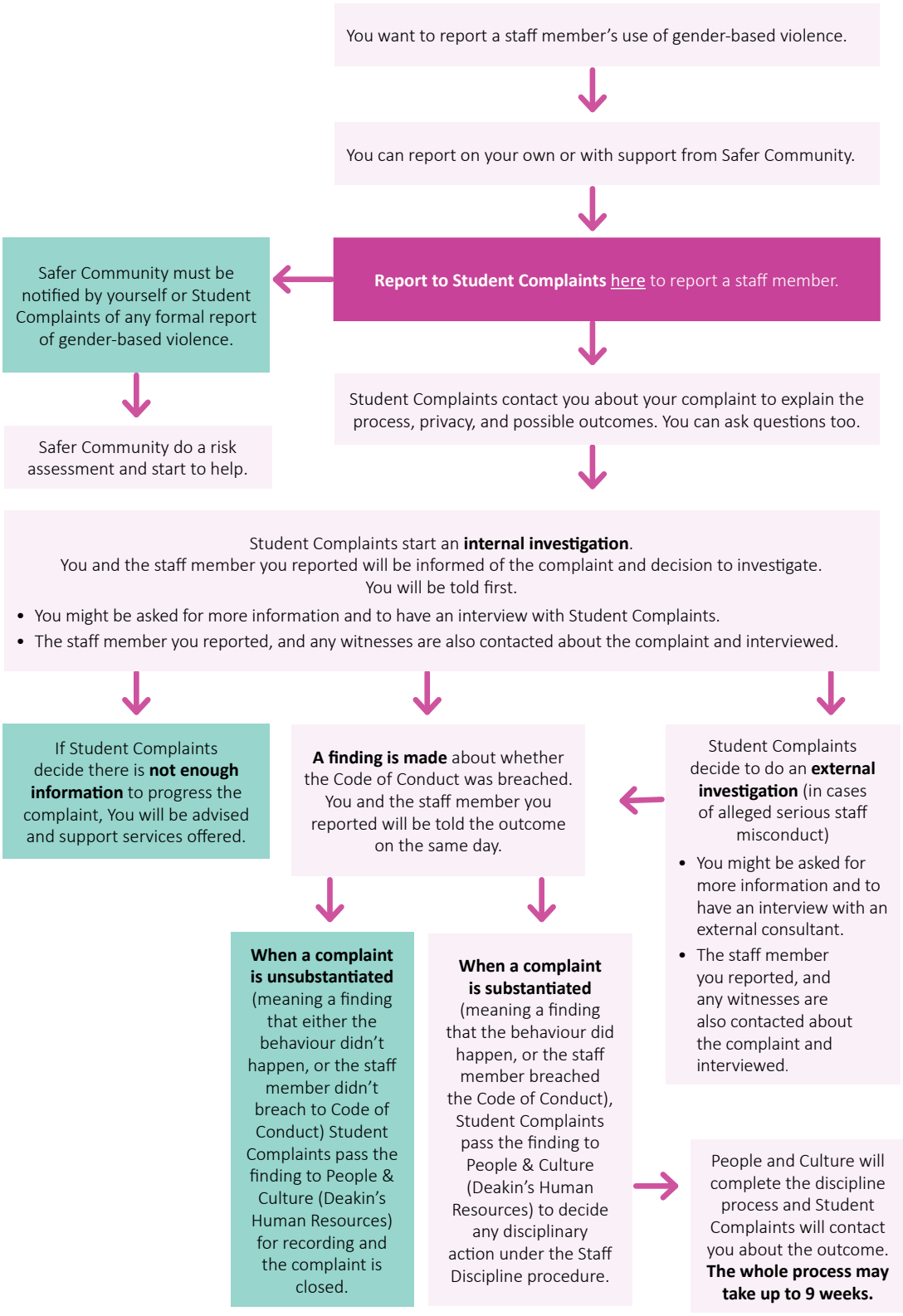


- **Can I make an anonymous report?**
  You have the right to choose what information you share. An anonymous report can be submitted, but it will limit Deakin's ability to help.
- **Will police be involved?**
  Contacting Safer Community does NOT automatically involve police – only in rare extreme cases.
- **Can I withdraw a report?**
  You can **withdraw** the report at anytime before the investigation concludes. Safer Community can support you through withdrawing, if you need support. If the report is of a sufficiently serious nature, Deakin may need to continue taking action to manage safety risks, even if you choose not to continue with the report.
- **What do I do if I am unhappy with the outcome?**
  If the student of concern is unhappy with a final Deakin decision, they can seek an external review of your complaint outcome by the National Student Ombudsman.

Steps in making a formal report of gender-based violence at Deakin University

If you are a student reporting staff member

Safer Community can walk you through these steps. You don't have to figure this out alone



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Steps in making a formal report of gender-based violence at Deakin University

If you are a staff member reporting a student

Safer Community can walk you through these steps. You don't have to figure this out alone

You want to report a student's use of gender-based violence.

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You can report on your own or with support from Safer Community.

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Report to Student Conducts here to report a student.

← Safer Community must be notified by yourself or Student Conduct of any formal report of gender-based violence.

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Safer Community do a risk assessment and start to help.

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Student Conduct will meet with you to understand what happened, answer questions, and decide whether there is sufficient information to begin an investigation

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Student Conduct will contact the student you reported and any witnesses to gather information.

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Student Conduct do an internal investigation to decide next steps. Investigation timeframes will vary. → If Student Conduct determine that the matter will not proceed to a Student Misconduct Committee, you will be advised and support services offered.

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As Student Conduct progresses the investigation, you will be updated on its status. The student you reported will also be informed.

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From here, a Student Misconduct Committee hearing will take place. Student you reported has the option of attending.

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Student Misconduct Committee will decide on an outcome after the hearing. You and the student you reported are notified of the outcome within 5 business days of the Committee's decision. **The whole process may take up to 9 weeks.** → The student you reported has the right to appeal the Committee's decision and has 4 weeks from the date of the outcome letter to lodge an appeal.

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Steps in making a formal report of gender-based violence at Deakin University

If you are a staff member reporting another staff member

Safer Community can walk you through these steps. You don't have to figure this out alone

You want to report another staff member's use of gender-based violence.

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You can report on your own or with support from Safer Community.

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Contact **Equity and Inclusion**
via online form or email: eeo@deakin.edu.au

← Safer Community must be notified of any formal report of gender-based violence.

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Safer Community do a risk assessment and start to help.

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The Case Coordinator will acknowledge receipt of the complaint in writing and will organise having a conversation with you to talk through the details. The Case Coordinator then reviews the information to determine next steps.

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Your complaint goes to formal resolution via investigation due to seriousness of the gender-based violence allegation(s).

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Both yourself and staff member you report will be told the matter is proceeding to external investigation and are given contact details of the external investigator. You are told first. The case coordinator will appoint the external investigator.

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The relevant staff at Deakin are notified:

- Senior People and Culture Partner for both parties,
- Director, People partnering and Solution (People and Culture) or nominee for both parties,
- Faculty/Business Unit member or Executive for the staff member of concern.

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The external investigator goes through an investigation process detailed in the Complaints: Discrimination, Harassment, Victimisation and Vilification (Staff) Procedure and will provide the case coordinator and the Executive Director, Equity and Inclusion with a confidential report.

→ **When a complaint is substantiated** (meaning a finding that the reported behaviour happened), the case is referred to People and Culture for action in accordance with the Staff Discipline procedure. Possible outcomes include an apology, training, cessation of employment, or other disciplinary action. You will be told the outcome. **The whole process should usually take up to 9 weeks**.

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You are assisted with strategies for effective informal resolution which can include conversations with your People & Culture or manager regarding the concern, impartial mediator or request of change of behaviour.

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Complaint closed. Both yourself and staff member you reported are notified of the outcome. You are told first.

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